

## BEECHFIELD MEDICAL CENTRE PATIENT PARTICIPATION GROUP

### ANNUAL GENERAL MEETING 2016 – TUESDAY 3 MAY 2016

#### In attendance:

Clive Green  
Tony Titcombe  
Paula Tippler  
Rita Mitchell  
Linda Walters  
John Marriott  
Don McGeorge

Practice Manager/Secretary

#### Apologies

Dr Corlett  
Tim Barzycki  
Carol Bevis

#### 1. **Chairman's Report and Annual review:** In the absence of the Chair, the Secretary reported on activity and involvement of the group over the past 12 months:

- The Group had met on 6 occasions, and the meetings were now held bi-monthly on the first Tuesday of the month at the Practice.
- Membership of the National Association of PPGs had been continued, funded by the Practice, and it was agreed that this should be exploited further for the future.
- The Group had been involved in presentations and discussions with various external groups over the year, including on local transport issues, training of GPs at the Practice, Lincolnshire Carers Partnership, the Alzheimer Society and Voluntary Health Trainers.
- The group had been consulted on various initiatives at the practice – PPG Awareness Day, the potential to adopt the Doctor First appointment system, Friends and Family surveys, and had fed back on several issues of concern or interest to the wider patient base.
- The Chair, had also attended various meetings on behalf of the Group with local PPG Chairs, and the group had also provided input to the CQC inspection held in November 2015.

#### 2. **Election of Officers for 2016/17:**

- a. **Chair:** The current Chair had made clear that he would not be continuing after this meeting, and only one candidate had come forward, John Marriott. John explained that he was happy to take on the role, but also explained his position in so doing – he believed that the group needed focus and direction,

and should avoid going off at tangents or being side-tracked at meetings by issues that were neither relevant nor appropriate. On this basis, Tony proposed him for the role, seconded by Paula and unanimously agreed by all others.

- b. **Vice Chair:** The Chair made it clear that the role of Vice Chair was an important one, and asked for volunteers. Clive said that he would be willing to undertake this role, which was unanimously agreed.
- c. **Secretary:** There being no other volunteers, Don agreed to continue in this role. (A point of order was raised by Clive in that Don is not a member of the practice (as a patient) and could not therefore take on the role. It was pointed out that as Don is an ex-officio member of the Group by dint of his role as Practice Manager, he acts as Secretary but has no voting or other rights within the group.)
- d. **Events Coordinator and Treasurer:** It was agreed that there was, at this time, no requirement for either of these roles.

### **3. Plan for the Year Ahead:**

It was agreed that the next meeting would be nominally a brainstorming session to look at the direction, focus and aspirations of the group for the year ahead. The aim would be to develop a programme of activity that would be of use and interest to the group, possibly consider greater involvement and publicity for the work of the group and generally develop a plan.

### **4. Terms of Reference and Constitution:**

It was agreed that the current ToRs and Constitution were not really fit for purpose within the group, and needed to be completely revisited in order to ensure that they are suitable for the group moving forward. Don agreed to redraft these papers and circulate for discussion at the July meeting.

**THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1945**